



CANDIDATE INFORMATION BROCHURE

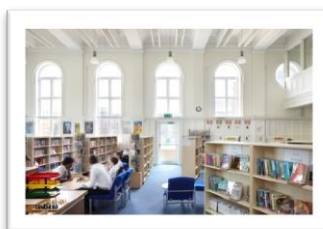


Richmond Park
Academy
To make our best better



Academies
Enterprise Trust
To make our best better

To inspire young people to make their best better



June 2017

Dear Candidate

Welcome to Richmond Park Academy and thank you for your interest in our school. Richmond Park Academy, a co-educational secondary school in Richmond upon Thames, opened in September 2010 and is part of Academies Enterprise Trust (AET), the largest nationwide, multi academy sponsor in the country.

AET are a national network of 66 primary, special and secondary academies. We are passionately committed to inspiring children and young people. We firmly believe that all young people deserve to become world class learners - to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Richmond Park Academy recently enjoyed a £10m refurbishment and has an exciting future. This appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

Paul Mundy-Castle
Principal

Richmond Park Academy

Richmond Park Academy (RPA) is situated in East Sheen, close to Richmond Park, which is the largest of the capital's eight Royal Parks and the biggest enclosed space in London. Richmond, Kingston and the West End are all between 15 and 30 minutes journey from the school and our proximity to central London means that students can benefit enormously from the vast range of social, cultural, sporting and academic opportunities that we are able to access. Our student body is diverse, exciting, and talented - and the same is true of our staff. We put huge emphasis on professional development, much of it in-house, and are proud of the high number of good and outstanding teachers who work in our school. We are also noted for our 'can do' attitude. We are keen, always, to encourage new and/or young staff to make their mark as soon as they are ready.

Many targets have been achieved on the road to achieving our goal of becoming the preferred secondary school choice in our local area. Incoming cohorts are now at healthy numbers and forecast results for upcoming years are looking strong. We are looking to deliver consistent results that accurately reflect the skills and commitment of teachers and students alike and we want those results to ensure that RPA becomes the school of choice for all local parents. Many in this affluent area take the independent route. Our challenge is to compete and deliver a compelling alternative.

The school completed a £10m rebuild and refurbishment programme, including the introduction of a 6th form, in 2014. Our Year 7 base, the Acorn, is innovative and very effective in ensuring a smooth transition for Year 7s into the academy. Our 2012 Ofsted reported that we were a "good" school in all categories. The inspector wrote: "Leaders and managers share a commitment to drive up standards, provide a broad and sturdy foundation for students' future well-being and establish the academy as the school of choice within its locality."

For us, balance is key. Students are encouraged to participate in as many different activities as possible and make the most out of their time with us. We are very proud of our extensive and free extra-curricular activities which are challenging, varied but inclusive. The wide range of student backgrounds - socio-economic, ethnic and academic - is a reason for the schools investment in spiritual, moral, social and cultural development (SMSC) and extra curricular opportunities. We consider this approach to be a huge strength of the school. Those considering higher education have frequent opportunities to visit a range of redbrick and Russell Group universities. In addition, whilst we are focused on good behaviour and standards we are also a happy school. A core part of our ethos, encapsulated in our RPA pledge, is kindness. This is a fundamental part of our teaching. RPA sends kind and well educated young people out to further education or the world of work and we are proud of that balance.

If you would like to be a part of our journey, please visit our website for more information and details of how to apply.



Job Description

Job Title: Library Manager

Location: Richmond Park Academy

Hours of work: 37 hours per week
40 weeks per year
Term time plus x 5 development days plus 5 additional days

Reports to: Director of English

Purpose of the Role:

To manage and operate a learning environment and resource centre used by the whole Academy community. To manage library resources and the Accelerated Reader Program for years 7 & 8.

To support and facilitate reading for staff and students. To ensure that the library supports all aspects of every student's development.

Responsibilities:

1. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.
2. To line manage and performance manage the Library Assistant and Student Librarians.
3. To take responsibility for the management of the Library Budget.
4. To be responsible for the selection, acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the whole Academy community.
5. To manage and promote a wide range of resources in a variety of formats, traditional and electronic and, where appropriate, the equipment to use them.
6. To support the educational aims and objectives of the Academy and ensure the Library contributes effectively to every day teaching and learning.
7. To support, encourage and enable learners to identify, locate and access the information they require.
8. To promote the development of reading and literacy skills for information retrieval and recreation.
9. To take a lead in creating and maintaining an environment throughout the Academy which encourages Reading for Pleasure.
10. To maintain a study environment for independent learning – staff, teacher trainees and students.
11. To supervise and support groups and individual KS5 students in the library.

12. To encourage and support the use of the Library beyond lessons for productive and enjoyable leisure time use by students.
13. To oversee the maintenance and use of other Academy electronic devices within the library (desktops and laptops).
14. To manage the selection, acquisition, organization and exploitation of specific Accelerated Reader (AR) resources, including the annual renewal of the AR system.
15. Set up, maintain and develop systematic monitoring and rewarding systems for AR students.
16. To oversee the awarding of Library Award Points, certificates and prizes for regular quiz taking and other student activities.
17. To participate in assemblies to encourage, reward and promote reading at KS3.
18. To ensure AR student details are current within AR program, including student groups, characteristics, and parameters.
19. To set up, maintain and disseminate screening dates, progress monitoring, AR quiz reports, diagnostic reports, STAR reports etc. as required.
20. To undertake staff training as required in the use of AR and reports.
21. To provide support to the English Department and facilitate reading activities in conjunction with English curriculum.
22. To analyse and present Reading data to SLT as required, promote the use of reading data with other Academy assessments to assign students to intervention groups etc.
23. To organise and oversee regular STAR reading assessments including the dissemination of information to students and staff before and after screening dates.
24. To assist and support Reading Intervention for years 7 & 8 including the provision of resources, training and organisation where required.
25. To monitor the progress of Intervention students and report to SLT and other staff.
26. To facilitate, co-ordinate and support regular AR sessions for students and English staff in the library. To liaise with year managers and KS3 staff to support AR development within Tutor groups.
27. To lead and report on Break and Lunchtime provision in the library for students, including supervisory staff and facilitating student activities
28. To contact parents/carers where and when appropriate to support student progress in Reading - postcards, phone calls, events, Home Connect etc.
29. To lead on extra-curricular events to culturally enrich in relation to literary matters.
30. Arrange visiting authors, speakers and poets to further enrich the curriculum
31. By example, modelling and individual effort encourage the sharing and enjoyment of reading for pleasure. Liaise with English colleagues to support and run cross-Academy reading events and initiatives.
32. To work alongside and in collaboration with teaching and support colleagues in the teaching and encouragement of transferable information, learning and knowledge access skills (library and research skills) for lifelong learning
33. To ensure regular maintenance and updating of computerised library system Eclipse.net.
34. Develop, maintain and train staff in regular library routines

35. To carry out and supervise regular maintenance of library stock including withdrawals, mending and stock replacement to maintain a current collection that supports the needs of Academy learners
36. To plan and execute rearrangements of stock and shelving to facilitate comfortable and effective use by students
37. To train, guide and supervise Library Assistants and where appropriate, Student Librarians.
38. To carry out professional classification and supervise cataloguing, labelling, protection, display and shelving of library stock
39. To maintain a good knowledge and understanding of current and classic children's and teenage books in order to assist students with choosing their next reading book
40. Ensure the Academy Health and Safety Policy and Safeguarding Policies are adhered to within the Library Environment
41. To manage the Physical resources - Information systems, book and non-book resources, electronic resources
42. To provide resources and support for before school, lunchtime and after school Homework and extra-curricular Clubs in the Library.
43. To attend LBRUT and/or AET Librarian termly meetings, or as and when, in order to share good practice and to keep up to date with Borough/AET initiatives, including the annual Battle of the Books.

Management

- Manage Library Assistant, Volunteers and Student helpers
- Allocate and supervise work of the Assistant, Volunteers and Student helpers
- Undertake appropriate induction, probation, training and development for staff
- Undertake Performance Management reviews in accordance with the school/s performance management software

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Richmond Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification

Job Title: Library Manager

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none">• Relevant Degree or equivalent level of formal education• Excellent numeracy / literacy skills• Willing participant in development and training opportunities	<ul style="list-style-type: none">• Professional qualification in Librarianship and/or Information Management
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none">• At least 1 years' experience of working in a Library or information centre• Experience of utilising ICT and skills to access and retrieve information• Good understanding of school curriculum, age related expectations of learners, teaching methods and testing/assessment arrangements• Effective behaviour management strategies to promote good behaviour and discipline• High level of proven written,	<ul style="list-style-type: none">• Working within a school environment and knowledge of the education system

		<p>verbal and non-verbal communication skills</p> <ul style="list-style-type: none"> • Proven administrative skills with good working knowledge in all relevant Microsoft Office software and use of online resources • Awareness and understanding of safeguarding/child protection 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • Line management and performance management of library assistant and student librarians 	
	Forward and strategic planning	<ul style="list-style-type: none"> • Working in an environment that included decision making, balancing conflicting demands and assessing appropriate solution 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • Manage library budget -subject to change on a yearly basis 	
	Abilities	<ul style="list-style-type: none"> • Advanced research skills • Ability to make objective recommendations in a clear and concise fashion • Ability to self-manage by prioritising, co-ordinating and organising work 	

		<p>under pressure remaining professional at all times</p> <ul style="list-style-type: none"> • Ability to meet strict deadlines with attention to detail • Ability to resolve problems by assessing the situation and using judgement for best course of action • Ability to communicate effectively • Ability to provide support, explain procedures and processes to students and staff • Ability to build and maintain effective relationships with internal and external partners 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Methodical and organised with a conscientious and positive disposition • Ability to exercise discretion in dealing with confidential or sensitive matters at all times • Ability to work both independently and as an effective team member • Willingness to work flexibly and collaboratively as required to meet 	

		changing service needs	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people • Ability to travel as required 	

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 66 schools (Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.



Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

Staff Benefits



Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.

Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.